



Town of Digby

Request for Proposals

Active Transportation Plan

Overview

The Town of Digby is requesting proposals from experienced proponents to create a new Active Transportation Plan, which will serve as a framework for future development of active infrastructure and key linkages connecting existing open space assets, neighborhoods, and community destinations.

Town of Digby Contact Person(s):

1. Ekaterina Kovalenko, Community Development Coordinator

Phone: 902-245-5805

email: cdc@digby.ca

Background

The Town of Digby does not currently have an Active Transportation Plan. The plan is needed to identify and prioritize those areas of current active transportation infrastructure that require upgrading and areas of potential new construction so that future work can be done that will meet the needs of citizens and other users. Costing of the top potential projects is also needed for financial planning and future grant applications.

The hired consultant specialists will conduct a study that would allow for public input sessions, a full scan of current inventory such as trails and sidewalks, a review of how to integrate active transportation in other current projects in the planning stage, such as the Town's downtown revitalization program, and the Town's Accessibility Plan.

A specific issue to be addressed in the plan is to find a solution to fix a missing link in the current rails to trails corridor (see Schedule 1). The current trail is enjoyed by many but is missing a section to connect the south end portion of the trail to the north end section of the trail. The plan would help identify the best, most cost effective, inclusive, and safe way to make the connection for the enjoyment of cyclists, pedestrians and others. Preparation of preliminary design option(s) with associated costing will help inform Town Council's future decisions and facilitate applications for future capital grants.

Part of the plan will be integrated into the next amendment of the Town's Municipal Planning Strategy/Land Use By-law. It will also inform the currently ongoing downtown streetscape revitalization plan which, in the phase 1 draft design drawings, identifies significant changes to the size and layout of downtown sidewalks. Downtown sidewalks will be integral to filling in the missing link in the current rail to trail corridor and be instrumental in allowing persons to access downtown amenities by using active transportation instead of vehicles.

The plan will pave the way for capital projects that will link trail and sidewalk areas that are currently only accessible by car. This opens the possibility for more easy access to various areas by pedestrians or cyclists. For example, linking sections of the existing trail would allow a number of residents to walk or cycle from their home to the commercial section of downtown almost exclusively on trail. Currently residents primarily use automobiles to access downtown. As the rail trail in town links to the rail trail in the District of Digby, improvements to it will provide access to users travelling to downtown from outside of town.

The Active transportation Plan will identify solutions to address the problem of coastal erosion, which threatens a portion of the Town's south end section of the rail trail (see Schedule 2). Continued erosion of the coast has encroached to within 2 meters of the trail. The plan will also help identify base and surface materials resilient to adverse weather conditions such as increased major rainfalls.

Resources for reference:

1. Town of Digby Climate Change Action Plan
2. Land-Use By-law
3. Land-Use By-law Maps
4. Age Friendly Plan
5. Aerial photographs
6. Van Tassel Lake Trail Development Report
7. Trail maps
8. Public Transit Service Expansion Study Report
9. Municipal Planning Strategy for the Town of Digby
10. Digby Accessibility Plan
11. Downtown Streetscape Revitalization Plan

Project Description

Products to be delivered/developed:

- Comprehensive active transportation plan document.
- Predesign and costing of solution to rail trail missing segment.
- Predesign and costing of solution to rail trail coastal erosion problem in south end of town.

Objectives:

- inform Town Council of the community's active transportation needs
- provide information required for future active transportation financial planning and grant submissions.
- facilitate development of better active transportation links making the town a better more healthy place to live which will help attract new residents, such as much needed doctors and will help attract new businesses who want to locate in a healthy vibrant area, thus developing the tax base and providing more economic development.

Who will benefit from the project?

- all residents and visitors to the town, who wish to have a healthy environment and a friendly choice of transportation, especially to the downtown core.
- users of the rail trail in the Municipality of the District of Digby will benefit as that trail system connects to the Town's trail system.

Requirements

The proponent(s) proposal submission must include the following information:

- Corporate name and company profile;
- A description of the methodology to be followed by the consultant(s) to meet the study's objectives;
- A statement of the consultant(s) understanding of the scope of the project;
- A description of the experience and expertise of the consultant(s) and team;
- A schedule of fees and expenses setting out rates of remuneration for consultant(s) team members and an estimate of time each member will devote to the project;
- A project timeline and reporting schedule;
- A statement as to whether other consultants/professionals will be used
- A maximum price for the study including all expenses and HST; and,
- References for the past three projects that your organization has been lead.

Proposal must demonstrate:

1. **Evidence of Understanding** - Please outline your understanding of what is to be accomplished, including the desired outcome of this contract and in general, the entire project for the Town of Digby.
2. **Experience** – Provide up to three examples of similar community planning projects which have been successfully completed, including an overview of scope, process, work and final product for each example. Outline the experience and qualifications of the firm and/or personnel who will be directly involved with the project.

3. **Methodology & Budget** - Tell us how you plan to go about leading the plan development process and how you will communicate with Town of Digby staff. Provide a description of and rationale for your proposed plan development process, including an outline and strategy for communicating and engaging with the town staff. Provide a comprehensive itemized budget for services with the full scope of work.

Acceptable Work-Plan

Proponents must provide a work plan which clearly outlines milestones and timelines to demonstrate how the work will progress to the desired completion date. Proponents must present a realistic timeline of the project schedule, that will reflect the tasks in the work plan and will be updated on a monthly basis to reflect the project progress. These monthly updates must be submitted to the Town of Digby staff on a regular basis.

Budget

Town Council has set an upper limit budget of \$50,000 including HST for this project.

Evaluation Process

Each Proposal will be evaluated by the Town of Digby to determine the degree to which it responds to the requirements as set out in this RFP document.

Proposal Evaluation Criteria	
Criteria	Maximum Percentage
Completeness <ul style="list-style-type: none"> • Adherence to the submission requirements provided in Terms of Reference • Completeness and thoroughness of proposal submitted 	10%
Qualifications, References, & Prior Work <ul style="list-style-type: none"> • Team qualifications & composition • Relevant experience • References 	40%
Methodology & Approach <ul style="list-style-type: none"> • Notable methodologies, tools, & techniques • Innovative solutions • Suitability to project 	30%
Timeframes & Schedule <ul style="list-style-type: none"> • Project timeline with proposed approach • Demonstrates ability to meet schedule requirements of project and milestones 	10%
Cost	10%
TOTAL	100%

Submission Deadline:

Request for Proposals are to be submitted to the Office of the Chief Administrative Officer, 147 First Avenue, PO Box 579, Digby, Nova Scotia, B0V 1A0 in a sealed envelope clearly marked, **“Active Transportation Plan - RFP”** and are to be received no later than **12:01 PM local time, Thursday, September 29th, 2022.**

Contact Information

Kat Kovalenko, Community Development Coordinator
Town of Digby
902 245 5805
Email: cdc@digby.ca